



STATE OF NEVADA
Department of Administration
Division of Human Resource Management

CLASS SPECIFICATION

<u>TITLE</u>	<u>GRADE</u>	<u>EEO-4</u>	<u>CODE</u>
GROUP SUPERVISOR IV	34*	D	12.535
GROUP SUPERVISOR III	32*	D	12.537
GROUP SUPERVISOR II	31*	D	12.538
GROUP SUPERVISOR I	29*	D	12.541

SERIES CONCEPT

Group Supervisors perform duties involving the education, employment, training, treatment, care and custody of juvenile offenders incarcerated within a State Youth Training Center; maintain comprehensive records of assigned youths' program activities; and provide individual guidance as stipulated in State laws and regulations.

Supervise the activities of youths within assigned unit; directly observe work habits, social behavior, and attitude to ensure conduct meets established rules and regulations of the institution; provide assistance and direction to youths in the performance of assignments, acceptable behavior, proper dress and personal hygiene; participate as a member of a treatment team to implement a treatment plan; document progress or problems in youths' development.

Conduct intake interviews; review case history file and complete required intake forms and documents concerning personal and medical history and family data; interview youths and document personality traits and functioning levels; supply immediate needs such as clothing, supplies and room assignment; orient and instruct youths in unit rules and regulations; conduct physical search of persons and possessions for unauthorized articles and contraband.

Perform security checks of assigned unit to ensure safety and security of residents and the facility; conduct head counts and room and body searches; check locks on windows and doors; secure the location of residents to prevent escape and detect the presence of controlled substances, contraband, or weapons; document actions and inform supervisor of abnormalities.

Respond to emergency situations such as searching for runaway youths and applying first aid; implement appropriate verbal, behavioral or physical interventions to control youth displaying aggressive, hostile or violent behavior according to established laws, policies and procedures; notify appropriate personnel of action taken and document as required.

Maintain individual case records of youths' behaviors and activities; complete incident reports, chronological reports, accountability lists, off grounds reports, personal account logs, money withdrawal requests and clothing file sheets for review by unit staff and supervisor and placement in ward's case file.

Instruct youths in life, educational and vocational skills following prescribed methods; provide vocational and pre-employment training to youths in areas such as fire suppression, culinary processes and procedures, laundry work and first aid procedures; assist youths with homework; monitor, evaluate and report youths' progress.

Participate in activities and act as a role model; officiate at events; provide individual or team instruction and explanation of rules; secure and set up equipment; arrange and provide transportation as required; coordinate schedules with the facility's overall program and security needs.

Perform related duties as assigned.

*** Reflects a 2-grade, special salary adjustment authorized by the 2005 Legislature to improve recruitment and retention.**

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CLASS CONCEPTS

Group Supervisor IV: Under limited supervision, incumbents perform the full range of duties in the series concept, supervise a staff of Group Supervisor II's and III's and monitor the daily operation of an assigned unit. Supervisory responsibilities include preparing work schedules and coordinating staff assignments; monitoring the performance of subordinate staff by reviewing logs, reports and direct observation; preparing and conducting performance reviews; providing training and direction in counseling techniques, report writing, record keeping and institutional policy and procedure; and preparing documentation for first level disciplinary actions. Monitoring responsibilities include inspecting the unit for security and safety violations, needed maintenance, repairs and supplies, and preparing and submitting work orders and supply requests as required. This is the supervisory level in the series.

Group Supervisor III: Under limited supervision, incumbents perform the full range of duties in the series concept and participate as a member of a treatment team by assisting in the formulation and evaluation of a treatment plan and making recommendations on alternative treatment methods. Additionally, Group Supervisor III's coordinate and oversee group and individual treatment sessions; develop session goals, rules and content using prescribed methods; document group and individual treatment and activities; and prepare individual progress summary reports for review by the treatment team, committing judge, parole officer, legal guardian, and institutional staff. This is the advanced journey level in the series.

Group Supervisor II: Under general supervision, incumbents perform the full range of duties outlined in the series concept and continue to receive training in counseling techniques, writing treatment team reports, and assist the Group Supervisor III in coordinating and overseeing group and individual treatment sessions. This is the journey level in the series.

Group Supervisor I: Under close supervision, incumbents receive training and gain experience in performing all or part of the duties outlined in the series concept. This is the entry level in the series which provides for progression to the journey level upon meeting the minimum qualifications and with the recommendation of the appointing authority.

MINIMUM QUALIFICATIONS

SPECIAL REQUIREMENTS:

- * Pursuant to NRS 284.4066, all positions in this series have been identified as affecting public safety. Persons offered employment in these positions must first submit to a pre-employment screening for controlled substances.
- * A valid driver's license is required at time of appointment and as a condition of continuing employment.
- * Per NAC 284.317, applicants must be at least 21 years of age at the time of appointment.
- * Some positions require work on evenings, weekends, and/or holidays.

INFORMATIONAL NOTE:

- * Incumbents must obtain and maintain current first aid certification as a condition of continuing employment.

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MINIMUM QUALIFICATIONS (cont'd)

GROUP SUPERVISOR IV

EDUCATION AND EXPERIENCE: Graduation from high school or equivalent education and three years of progressively responsible experience working with youth in a custodial, therapeutic, educational or correctional setting with responsibility for performing vocational assessments, making oral presentations during group sessions and treatment team meetings, and providing vocational and life skills training to juvenile offenders; **OR** a Bachelor's degree from an accredited college or university in psychology, social work, criminal justice, education or related field and two years of experience as described above; **OR** an equivalent combination of education and experience; **OR** one year as a Group Supervisor III in Nevada State service. *(See Special Requirements and Informational Note)*

ENTRY LEVEL KNOWLEDGE, SKILLS, AND ABILITIES (required at time of application):

Working knowledge of: federal laws and regulations and industry standards pertaining to the institutional care of delinquent juveniles. **Detailed knowledge of:** institutional policies and procedures. **Ability to:** analyze information, problem situations, practices or procedures pertaining to the care, custody and treatment of youth to define problems or objectives and to form logical and objective conclusions or recommendations; assume control and resolve critical situations in a safe and expedient manner; establish priorities which accurately reflect the relative importance of job responsibilities and standards; develop and maintain a cohesive relationship within the work unit and with the management team; *and all knowledge, skills and abilities required at the lower levels.*

FULL PERFORMANCE KNOWLEDGE, SKILLS, AND ABILITIES (typically acquired on the job):

Working knowledge of: State regulations related to personnel administration. **Ability to:** supervise subordinate staff including organizing workflow, delegating responsibility, training, evaluating subordinate effectiveness and initiating discipline actions.

GROUP SUPERVISOR III

EDUCATION AND EXPERIENCE: Graduation from high school or equivalent education and two years of progressively responsible experience working with youth in a custodial, therapeutic, educational or correctional setting with responsibility for performing vocational assessments, making oral presentations during group sessions and treatment team meetings, and providing vocational and life skills training to juvenile offenders; **OR** a Bachelor's degree from an accredited college or university in psychology, social work, criminal justice, education or related field and one year of experience as described above; **OR** an equivalent combination of education and experience; **OR** one year as a Group Supervisor II in Nevada State service. *(See Special Requirements and Informational Note)*

ENTRY LEVEL KNOWLEDGE, SKILLS, AND ABILITIES (required at time of application):

Working knowledge of: treatment team concepts and processes; related juvenile justice agencies; applicable State laws related to the juvenile justice system; vocational assessment techniques; principles of treatment and therapeutic approaches such as reality therapy, behavior modification, anger management and rational emotive therapy; training and supervisory techniques; group processes and dynamics; prescribed methods used to develop goals, rules and content for treatment sessions. **Ability to:** systematically arrange sophistication and delinquent behavior into groups or categories; make oral group presentations during group sessions and treatment team meetings; perceive and define cause and effect relationships in group settings; evaluate case histories and participate in offender classification; control aggressive and maladaptive behaviors in accordance with established policies and procedures; provide vocational and life skills training to juvenile offenders; *and all knowledge, skills and abilities required at the lower levels.*

FULL PERFORMANCE KNOWLEDGE, SKILLS, AND ABILITIES (typically acquired on the job):
(These are identical to the Entry Level Knowledge, Skills And Abilities required for Group Supervisor IV.)

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MINIMUM QUALIFICATIONS (cont'd)

GROUP SUPERVISOR II

EDUCATION AND EXPERIENCE: Graduation from high school or equivalent education; two years of general work or volunteer experience which included working with the public or clients and coordinating or supervising work, people, or activities; and one year of experience working with youth in a custodial, therapeutic, educational or correctional setting; **OR** a Bachelor's degree from an accredited college or university in psychology, social work, criminal justice, education or related field and one year of general work or volunteer experience which included working with the public or clients and coordinating or supervising work, people, or activities; **OR** an equivalent combination of education and experience; **OR** one year as a Group Supervisor I in Nevada State service. (*See Special Requirements and Informational Note*)

ENTRY LEVEL KNOWLEDGE, SKILLS, AND ABILITIES (required at time of application):

Working knowledge of: security techniques involving the custodial care of youth to provide a safe atmosphere for youth and staff; institutional rules, regulations, policy and procedures; rules and equipment associated with a variety of sporting and recreational activities; health and safety guidelines and regulations applicable to a juvenile justice facility; interviewing techniques; non-violent crisis intervention techniques.

General knowledge of: basic principles of treatment and therapeutic approaches such as behavior modification and anger management; treatment team concepts and processes; proper use of communications and security equipment; applicable State laws related to the juvenile justice system; related juvenile justice agencies; training and supervisory techniques. **Ability to:** encourage a stimulating, accepting learning environment; maintain a professional demeanor in the face of resistance, indifference or hostility; negotiate and exchange ideas, information, and opinions with others to arrive jointly at decisions, conclusions, or solutions; identify personality traits and functioning levels of youths; establish appropriate professional relationships and maintain ethical boundaries; write clear observational and behavioral reports to describe people or scenes; persuade others to accept or adopt a specific course of action; prioritize assignments to complete work in a timely manner; analyze situations and take appropriate action based on policy and procedure; read legal or technical documents such as confidential files; persuade others to accept or adopt a specific course of action; prioritize assignments to complete work in a timely manner; attend seminars and in-service training and demonstrate proficiency in areas related to the training, treatment, care and custody of juvenile offenders; *and all knowledge, skills and abilities required at the lower level.*

FULL PERFORMANCE KNOWLEDGE, SKILLS, AND ABILITIES (typically acquired on the job):
(*These are identical to the Entry Level Knowledge, Skills And Abilities required for Group Supervisor III.*)

GROUP SUPERVISOR I

EDUCATION AND EXPERIENCE: Graduation from high school or equivalent education and two years of general work or volunteer experience which included working with the public or clients and coordinating or supervising work, people, or activities; **OR** sixty semester credits from an accredited college or university with emphasis in psychology, social work, criminal justice, education or related field and one year of experience as described above; **OR** an equivalent combination of education and experience. (*See Special Requirements and Informational Note*)

ENTRY LEVEL KNOWLEDGE, SKILLS, AND ABILITIES (required at time of application):

Working knowledge of: English grammar, punctuation and spelling. **General knowledge of:** interviewing techniques; health and safety guidelines and regulations; group behavior and group supervision; basic math and units of measure. **Ability to:** use basic English words and phrases to effectively communicate verbally and in writing; read and comprehend documents written in standard English; read, understand and apply rules, regulations, policies and procedures; speak and interact with persons of various social, cultural, economic and educational backgrounds; add, subtract, multiply and divide whole numbers,

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MINIMUM QUALIFICATIONS (cont'd)

GROUP SUPERVISOR I (cont'd)

ENTRY LEVEL KNOWLEDGE, SKILLS, AND ABILITIES (cont'd)

fractions and decimals; support and encourage individuals in a one-to-one or small group situation; establish rapport and gain the trust of others; work as part of a team; work in a disciplined manner according to set procedures, sequence and pace; work independently and follow through on assignments with minimal direction; operate a computer to enter and retrieve data; respond to emergency situations such as searching for runaway youths and learn techniques in applying first aid; learn and implement appropriate verbal, behavioral or physical interventions to control youth displaying aggressive, hostile or violent behavior; establish and maintain cooperative working relationships with co-workers, youths, parents, other department personnel, outside agencies, and the general public.

FULL PERFORMANCE KNOWLEDGE, SKILLS, AND ABILITIES (typically acquired on the job):
(These are identical to the Entry Level Knowledge, Skills And Abilities required for Group Supervisor II.)

This class specification is used for classification, recruitment and examination purposes. It is not to be considered a substitute for work performance standards for positions assigned to this class.

	<u>12.535</u>	<u>12.537</u>	<u>12.538</u>	<u>12.541</u>
ESTABLISHED:	1/1/61	7/1/91P	7/1/63	7/1/63
REVISED:	9/1/63	7/6/90PC		
REVISED:	8/1/80R		8/1/80R	8/1/80R
REVISED:	12/12/80PAC		12/12/80PAC	12/12/80PAC
REVISED:			2/10/88-3	
REVISED:	7/1/91P		7/1/91P	7/1/91P
	7/6/90PC		7/6/90PC	7/6/90PC
REVISED:	11/15/91PC	11/15/91PC	11/15/91PC	
REVISED:				2/20/92PC
REVISED:	7/30/03UC	7/30/03UC	7/30/03UC	7/30/03UC
REVISED:	7/1/05LG	7/1/05LG	7/1/05LG	7/1/05LG